

**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY****POSITION OPENING****AUDIT DIRECTOR 2****Salary Range (\$62,484 - \$112,452 annually)**

The Tennessee Department of Safety and Homeland Security is accepting applications for an **Audit Director 2**. This executive service position is located at 1148 Foster Avenue, Nashville, Tennessee.

Applications for this position require completion and submission of the following items:

1. Letter explaining applicant's interest in the position
2. Resume (maximum of two pages)

The above items should be provided to [Christin.Miller@tn.gov](mailto:Christin.Miller@tn.gov) by 4:30 p.m. Central Standard Time on **July 8, 2016**.

The Tennessee Department of Safety & Homeland Security is responsible for ensuring the safety and general welfare of the public. The department's general areas of responsibility include:

- Law enforcement and criminal investigations
- Homeland security
- Safety education
- Driver license issuance, renewal and replacement
- Enforcement of various vehicle safety and inspection laws
- Gun permit applications

**Position Description:**

- The Internal Audit Director is responsible for developing, executing, evaluation and reporting safeguards against both internal and external fraud, waste, and unauthorized use or misappropriation of funds and property. Also develops and implements new policies and procedures to improve risk management programs throughout the agency. This position is directly responsible for conducting annual internal audits across the state for eight Highway Patrol districts, eight Driver Services districts and eleven Homeland Security districts. This position

### Minimum Qualifications:

- **Education and Experience:** A bachelor's degree in Accounting with five (5) years of full-time professional auditing and management experience.
- **Substitution for Experience:** Additional graduate coursework in Accounting or a Certified Public Accountant with the State of Tennessee may be substituted for the required experience to a maximum of one year.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes and directs auditing activities for a department with an auditing staff of eight, with complex and diverse programs; directs financial, compliance, program and/or operational audits for the department.
- Directs the assignment, training, supervision and evaluation of the professional auditing staff and their work; makes decisions concerning employment, retention, demotion, dismissal and other employment actions.
- Directs the development, explanation, interpretation and enforcement of state and federal laws, rules and regulations, audit policies and procedures and operational procedures; makes decisions on recommendations for change; resolves differences in legal interpretation and application.
- Directs the coordination of departmental audit activities with the Comptroller of the Treasury and other state and federal agency audit personnel.
- Establishes and maintains a variety of important personal contacts with division heads, high level managerial personnel, governmental and private agency officials, attorneys, accountants and associates in resolving and correcting major problems uncovered in audits and in dealing with complex and controversial audit findings.
- Directs the preparation and maintenance of detailed and complex audit narrative reports and supporting financial documentation in order to identify legal, financial and/or administrative problems or discrepancies, and recommends methods for improvements.
- Directs special studies and investigations as requested by the appointing authority.

**Skills:**

This position requires:

- Competencies in: listening, personal integrity, trust, ethics, values, time management, oral and written communications, composure, approachability, planning, prioritizing, learning, comfort around senior management, and business Acumen.
- Advanced knowledge of: auditing principles and practices, accounting principles and practices, mathematics (Algebra, Statistical Sampling), basic knowledge of office productivity software (Microsoft Office Suite), knowledge of administrative and management principles and theories, clerical procedures, personnel management and human resource policies as it pertains to supervision, coaching, and mentoring practices.
- Advanced skills in: reading, writing, monitoring, quality control, systems analysis, public speaking, active listening, critical thinking, time management, social perceptiveness, and service orientation.

**Other Job Duties:**

- Performs other job duties as assigned.